CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:			
Classification Specification: <u>ENGINEER IV/SUPERVISOR</u>			
Salary Range: NR 48 - Management Benefit Level C			
Position Description: Engineer IV/Supervisor			
Incumbent:			
Location: Public Works Engineering – Development Engineering Division			

GENERAL PURPOSE:

Under the direction of the Development Engineering Manager, supervise Development Engineering staff in the review, approval, and permitting of private development projects.

Work is characterized by supervisory and administrative functions in the performance of advanced-level, professional engineering duties involved in the review, approval, and permitting of private development projects, including the establishment of Public Works Department conditions of approval for short plats, long plats, rezones, conditional use permits, SEPA submittals, and other private development project proposals. Duties and responsibilities include, but are not limited to, directing and participating in the review and approval of required Public Works civil engineering design reports and drawings required for private development projects; performing supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws; communicating with the public, contractors, developers, City personnel, and other agencies; assisting in the development of policies and procedures regarding various traffic-related issues; and participating in land use related and coordination meetings.

Work is performed under limited supervision. The manager sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, coordinate, oversee, and participate in the review of private development projects to ensure compliance with various state, federal, and local ordinances, codes, laws, and regulations in the assigned areas of transportation, public safety, land use planning, civil design, construction, and the environment; provide administrative support and assistance to the Development Engineering Manager as necessary.

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include, but are not limited to, assisting in interviews; making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and hours worked; appraising subordinate work performance; recommending promotion and disciplinary actions; addressing complaints; and resolving miscellaneous personnel issues.

Supervise and participate in the establishment of Public Works Department conditions of approval for land use applications such as subdivisions and rezones; and for construction permits to assure the mitigation of adverse transportation impacts and compliance with local ordinances, codes, laws, and regulation concerning transportation, construction, public safety, and the environment.

Direct technical transportation review and approval of development plans submitted to the City as part of the permitting process.

Review and approve professional transportation studies and reports prepared by professional transportation engineers for both public and private development projects.

Compile and analyze statistical and technical information and data and prepare reports concerning projects and related activities; recommend procedural or operational changes, as appropriate.

Participate in various transportation committees, study groups, and taskforces; attend a variety of meetings including staff meetings as necessary; deliver oral presentations as requested.

Supervise the permit process for franchise utilities including, but not limited to, power, gas, telecommunications, TV, sewer, water, etc.

Participate in the selection of professional transportation consultants; review and approve consultant's scope of work, contract, reports, and plans; manage consultant contracts.

Provide work direction, technical guidance, and assistance to assigned Development Engineering personnel.

Prepare information, requests, and recommendations regarding public information requests, City resolutions, and ordinances; prepare reports, information, and other materials for public hearings, City Council Workshops, and City Council meetings; and prepare in-depth assessment of traffic impacts from changes in public policy or emphasis.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements.

PERIPHERAL DUTIES:

Act as the Development Engineering Manager in the manager's absence as assigned.

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Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

 Principles, practices, methods, and standards of civil engineering as applied to the planning, design, and construction of streets and utilities, traffic control devices, and related municipal facilities

- Principles and methods of managing public liability and risk associated with public infrastructure design and operation
- Design, engineering, and construction of public infrastructure
- Established standards and specifications applicable to construction of public facilities
- Municipal government policies, procedures, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- Principals of planning including the research and application of City, state, and federal regulations pertaining to land use decisions
- Application of policies found in the Comprehensive Plans for land use and public facilities
- Technical aspects of field of specialty including: the identification of and mitigation measures required for potential adverse transportation impacts, trip generation, traffic signal and systems
- Applicable laws, codes, regulations, policies and procedures, especially as they relate to public infrastructure
- Established standards and the preparation of drawings and specifications applicable to construction
- Technical aspects of field of specialty
- Engineering research, analysis, and problem solving methods
- Trends, legislation, and other developments in the field of construction and Civil Engineering
- Effective oral and written communications skills
- Interpersonal skills using tact, patience, and courtesy
- Supervisory principles
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Modern office practices, procedures, and equipment including, but not limited to, personal computers and related software such as CADD, word processing, permit tracking software, and spreadsheet programs
- Advanced mathematics including calculus, trigonometry, geometry, and algebra
- Preparation of construction drawings and specifications
- Surveying principles and techniques
- Local Improvement District formation procedures

SKILLED IN:

- Communicating effectively both in oral and written communications
- Demonstrating interpersonal relations using tact, patience, and courtesy
- Analyzing, preparing, and reviewing technical engineering plans, drawings, specifications, and estimates
- Maintaining records and preparing reports
- Preparing and delivering oral presentations
- Using telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries

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ABILITY TO:

- Establish and maintain effective working relationships with the public, contractors, developers, engineers, other City personnel, and agencies
- Coordinate engineering projects and resolve conflicts with other agencies and organizations
- Review, understand, and interpret complex designs, engineering plans, drawings, and specifications
- Prepare clear and concise project plans
- Plan and organize work to meet schedules and timelines
- Compose, proofread, and edit correspondence, technical journals, engineering rules, and regulations
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Work independently with little direction
- Supervise, train, provide work direction, and motivate assigned employees
- Effectively present information and respond to questions from groups of managers, contractors, developers, engineers, and the general public
- Make extensive mathematical and engineering computations accurately
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Review and understand complex designs and interpret engineering plans

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in civil or transportation engineering, or related field; and

Experience: Eight (8) years of Civil Engineering experience.

Or: In place of the above requirement, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

- Professional Engineer's License (PE) is required
- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- A minimum of three (3) years directly related to the supervision of professional and technical engineering staff is desired

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator, projector, and dictaphone.

The incumbent may also be required to operate a City vehicle.

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PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls. The employee is frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance. The may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

SIGNATURES:

The incumbent is required to work primarily in an office setting. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate. The incumbent is subject to driving to various locations within the community to inspect or review public improvement project sites. Noise level at construction sites may be moderate to loud.

Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director	r/Designee Date

* Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 12/11/06; 7/23/07